

RECORDS MANAGEMENT TALK

file
Records
Introduction-

Good Morning!

It is always a distinct pleasure and a flattering experience for a person to be asked to speak about his own work. So, when [redacted] proposed to me last Thursday that I tell you very succinctly about the work of the Records Management Staff I quickly accepted the opportunity.

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Looking at this *group* audience, however, I feel just a little bit apprehensive about my assignment because there are some *here by virtue of their experience qualify as* specialists in the field of Records Management. There are others who have *some of* acquired a considerable knowledge in the field, *very quickly and* if I understand *demonstrated that* properly, because last week when on very short notice he *was* gave

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it
What is Records Management? To me, ~~Records Management~~ is one of the services that the Management Staff has to offer the Agency to help it solve its problems. *some* I say, service, because unless we look upon our work *Anda* as a service function, we fail to capitalize on its full significance, and as a result we will not be able to be as well accepted if it were not

succinct definition statement of the functions of the staff
before that it offers a considered to be a service function. Therefore, to me, Records Management *Agency* is a service that makes available the techniques for the efficient use of records.

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Looking at this audience, however, I feel just a little bit apprehensive about my assignment because there are some among you who are already specialists in the field of Records Management. There are others who have acquired a considerable knowledge in the field, if I understand [REDACTED]

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